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nyc.gov/dcwp

ROSTER OF PROCESS SERVING AGENCIES

Instructions: In addition to submitting this form with your application, you must also upload it to DCWP's Process Server Portal at nyc.gov/ProcessServer.

Process Server Individual Name:	
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Please select the statement that describes you:

- ☐ **A.** I do not currently serve process for a Process Serving Agency.
- ☐ **B.** I serve process exclusively as an employee for one Process Serving Agency.
- ☐ **C.** I serve process for Process Serving Agency(ies) but not exclusively as an employee.

If you selected statement B or C, you must list below the name(s) and DCWP license number(s) of the Process Serving Agencies that assign process for service to you. Attach additional papers as necessary.

Process Serving Agency Name	DCWP License Number

Please list below the name(s) and DCWP license number(s) of every Process Serving Agency for which you have served process within the previous two years. Attach additional papers as necessary.

Process Serving Agency Name	DCWP License Number

More >

IMPORTANT REQUIREMENTS ABOUT UPDATING INFORMATION:

You must use **DCWP's Process Server Portal**, available at nyc.gov/ProcessServer, to notify DCWP if you:

- Cease to serve process exclusively for the Agency as an employee.
- Begin to serve process exclusively for a new Process Serving Agency as an employee.

The notification must be made within five (5) days of the change.

I understand that falsification of any statement made herein is an offense punishable by a fine or imprisonment or both.

Signature

Date

Print Name